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AUTHOR Reed-Scott, Jutta, Comp.; Feather, Celeste, Comp.
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ABSTRACT

This report on the results of the 1987-88 Association of Research Libraries (ARL) Preservation Statistics Questionnaire presents data from 109 ARL member libraries from the United States and Canada. The first of three major sections, Summary Data Tables, displays the aggregated statistics describing the current level of preservation efforts in ARL libraries. The tables contain statistics from all respondents for seven major data categories: (1) administration; (2) personnel in preservation units; (3) personnel in the library as a whole; (4) conservation treatment; (5) binding; and (6) preservation microfilming. The second section, Analysis of Core Data for All Reporting ARL Libraries, focuses on the central core of data and provides analyses of the responses without displaying the data from individual libraries. The analyses include data from all reporting university and non-university research libraries on preservation administration, personnel expenditures, conservation treatment, and preservation microfilming. The third section, Analysis of Established Preservation Programs, builds on the analyses of the previous section and brings into sharper focus the scope of established preservation programs. The statistics provide descriptive elements for different levels of preservation program development and help to clarify the organizational, functional, and fiscal components that characterize preservation programs. A copy of the questionnaire is included. Forty-nine footnotes are attached. (SD)

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ARL PRESERVATION STATISTICS

1987-88

A Compilation of Statistics from the Members of the Association of Research Libraries

An Internal Report

Compiled by

Jutta Reed-Scott

and

Celeste Feather

ASSOCIATION OF RESEARCH LIBRARIES
WASHINGTON, D.C.

June 1989

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Introduction

This report presents the results of the 1987-88 ARL Preservation Statistics Questionnaire. The design of this survey of preservation activities is based on a pilot preservation statistics survey that was conducted for the 1984-85 fiscal year by the ARL Committee on Preservation of Research Materials and the Committee on ARL Statistics.[1] The 1987-88 survey builds on that experience, and expands and refines several data categories.

The 1987-88 questionnaire was prepared following a mandate by the ARL Committee on Preservation of Research Library Materials. Jan Merrill-Oldham, Head of the Preservation Department at the University of Connecticut Libraries and consultant to the committee developed the questionnaire and accompanying instructions. The intent of the committee in conducting the survey was to develop statistical information on the current level of preservation efforts in research libraries; and on the key organizational, functional, and fiscal components that characterize preservation programs.

The 1987-88 ARL Preservation Statistics present data from the U.S. and Canadian research libraries that were members of the Association of Research Libraries during the 1987-88 fiscal year. The ARL membership consists of 107 university libraries and 12 public or private, independent research libraries; 109 libraries submitted data in time for inclusion in this compilation.[2]

The report is divided into three parts: Summary Data Tables, Analysis of Core Data for All Reporting ARL Libraries, and Analysis of Core Data for Established Preservation Programs.

Part I: Summary Data Tables displays the aggregated statistics describing the current level of preservation efforts in ARL libraries. The data tables contain statistics from all respondents for seven major data categories. In several categories responses from libraries were aggregated for two reasons. First, many libraries were unable to break down their responses into the requested subcategories. More importantly, the detailed subcategories did not yield sufficient data to support disaggregation. A key example is the handling of data for the questions on preservation microfilming production by separate formats. Only by combining responses for monographs, serials, newspapers, and other items does the data give a useful picture of production levels.

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[1] Pilot Preservation Statistics Survey, 1984-85. Preliminary Report. Compiled by Jeffrey Heynen and Margaret McConnell. Washington, D.C., Association of Research Libraries, 1986.

[2] ARL member libraries not included in this report are the University of Alabama, Boston University, the Canada Institute for Scientific and Technical Information, the University of Colorado, the Georgia Institute of Technology, the University of Illinois at Chicago, the University of Kansas, the University of Saskatchewan, Temple University, and the University of Western Ontario.

The tables also omit several data categories for which the vast majority of returns did not include answers. For example, after reviewing the limited responses to questions relating to mass treatment, it was judged that the reported data were ambiguous and difficult to interpret.

Finally, there is an editorial change in the values reported for contract commercial binding expenditures. When the values reported in the ARL Preservation Questionnaire differed significantly from the values reported in the 1987-88 *ARL Statistics*, the decision was made to report the latter.

Part II: Analysis of Core Data for All Reporting ARL Libraries, focuses on the central core of data and provides analysis of the responses without displaying the data from individual libraries. The analysis includes data from all reporting university and nonuniversity libraries. The key organizational, functional, and fiscal components that characterize preservation programs in ARL libraries and that distinguish between program levels are analyzed.

Part III: Analysis of Established Preservation Programs builds on that analysis and brings into sharper focus the scope of established preservation programs. The statistics provide descriptive elements for different levels of preservation program development and help to clarify the organizational, functional, and fiscal components that characterize preservation programs. Recognizing that the elements of a comprehensive preservation effort are diverse, the analysis provides statistical measures for those preservation programs that can be identified as moderately strong and maturing.

Part I: Summary Data Tables

INSTITUTION		ADMINISTRATION		PERSONNEL (FTE)								CONSERVATION TREATMENT			BINDING		PRESERVATION MICROFILMING	
				PRESERVATION UNITS				LIBRARY-WIDE										
		Pres. Administrator	% of Time on Pres. Activ.	Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff	Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff	Volumes: Minor Treatment	Volumes: Interm. & Major Treatment	Total Volumes Treated	Volumes: Contract Binding	Total Volumes Bound	Total Titles	Total Exposures
ALBERTA	BLM+	yes	90%	0.9	0	0	0.9	1	4.3	0	5.3	UA	0	UA	24,842	24,842	0	0
ARIZONA		yes	45%	0.45	2.5	0.5	3.45	0.55	2.5	3.5	6.55	6,454	2,341	8,795	30,099	30,099	0	0
ARIZONA STATE		yes	100%	1	4	1.5	6.5	1.14	4.92	2.71	8.77	13,050	805	13,855	31,415	31,415	0	0
BRIGHAM YOUNG	+	yes	100%	3	0	10.5	13.5	6	0	10.5	16.5	1,941	7,928	9,869	16,705	16,705	0	0
BRITISH COLUMBIA	+	yes	50%	0.5	0	0	0.5	0.55	2	UA	UA	UA	UA	UA	31,246	UA	1	67,536
BROWN	M	yes	100%	1	1	0.5	2.5	4	6	2.5	12.5	313	544	857	14,805	18,297	0	0
CALIF.,BERKELEY		yes	100%	4	13	6	23	UA	UA	UA	UA	2,354	4,718	7,072	80,973	80,973	572	180,000
CALIF.,DAVIS		yes	100%	1	6.5	2	9.5	1	6.5	2	9.5	390	951	1,341	30,093	38,413	287	134,769
CALIF.,IRVINE	BM+	yes	50%	0.5	0.25	0.13	0.88	0.5	4.05	3.25	7.8	4,488	0	4,488	18,083	18,083	85	36,150
CALIF.,LOS ANGELES	LM	yes	100%	1	0	0	1	1.44	11.71	8	21.15	20,043	3,084	23,127	50,495	50,495	4	118,122
CALIF.,RIVERSIDE	+	yes	50%	0.5	0.38	0.75	1.63	0	3.98	2.25	6.23	20	51	71	15,011	15,011	105	77,645
CALIF.,SAN DIEGO	BM+	yes	50%	0.5	2.75	2.25	5.5	1.22	7.81	8.27	17.3	10,499	881	11,380	33,993	36,815	166	56,055
CALIF.,SANTA BARBARA		yes	5%	0.05	0	0	0.05	0.05	5	1	6.05	5,289	8,471	13,760	22,185	22,185	85	UA
CASE WESTERN RESERVE		yes	100%	2	1.5	0.5	4	2	1.5	0.5	4	1,503	417	1,920	9,701	9,928	0	0
CHICAGO	LM+	yes	100%	1.8	5.48	6.48	13.76	3.3	14.58	6.98	24.86	1,515	896	2,411	69,198	69,198	904	216,607
CINCINNATI		yes	100%	2	7	2.5	11.5	UA	UA	UA	UA	1,863	880	2,743	21,844	21,844	0	0
COLORADO STATE		yes	2%	1.12	5	0	6.12	0.8	1	1.2	3	4,277	1,493	5,770	13,530	14,212	2	4,393
COLUMBIA	M	yes	100%	5	18	4.2	27.2	5	18	4.2	27.2	956	1,200	2,156	60,634	60,634	4,097	853,997
CONNECTICUT	LM+	yes	100%	2	2.65	3.43	8.08	2.72	4.95	4.97	12.64	8,142	2,601	10,743	32,116	32,116	0	0
CORNELL	BL	yes	100%	4	12	6	22	4	16	9	29	20,790	3,894	24,684	33,824	33,824	44	42,130
DARTMOUTH	M	no	NA	NA	NA	NA	NA	0.3	3.5	0.5	4.3	3,322	UA	UA	8,222	21,115	0	0
DELAWARE	+	yes	100%	1	0	0	1	1	3.5	3.4	7.9	2,804	63	2,867	22,140	22,140	0	0
DUKE	L+	no	NA	NA	NA	NA	NA	2.1	7.75	2.75	12.6	35,617	7,796	43,413	27,334	27,334	54	15,109
EMORY	LM+	yes	100%	2.4	0	1.35	3.75	2.65	2.65	1.43	6.73	2,821	446	3,267	16,589	16,589	0	0
FLORIDA		yes	100%	1	6.5	2.5	10	1	6.5	2.5	10	8,010	591	8,601	37,833	37,833	120	173,387
FLORIDA STATE		yes	10%	1.1	7	3	11.1	1.1	7	3	11.1	510	2,407	2,917	21,529	23,902	25	40,990
GEORGETOWN	+	no	NA	NA	NA	NA	NA	0	2.25	0.5	2.75	277	UA	UA	18,244	18,244	56	UA
GEORGIA	L+	no	NA	NA	NA	NA	NA	1.4	10.9	6.5	18.8	2,600	UA	UA	46,406	46,898	195	434,400
GUELPH		no	NA	NA	NA	NA	NA	0.1	1.1	0	1.2	1,000	110	1,110	20,000	20,000	0	0
HARVARD	LM	yes	100%	1.5	1.14	0	2.64	8.98	27.31	7.07	43.36	7,984	6,614	14,598	82,821	86,409	1,279	15,183

B - Includes Branch Campuses
M - Includes Medical Library
L - Includes Law Library
N/A - Not Applicable
U/A - Unavailable
+ - See Footnotes

INSTITUTION	EXPENDITURES (in dollars)														
	Total Salaries & Wages	Contract Conserv-ation	Contract Binding	Contract Preserv. Photo.	Contract Preserv. Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies	Equipment	Total Preserv. Expend.	Total Lib. Materials Expend.	Preserv. as % of Materials Expend.	Binding as % of Materials Expend.	Total Library Expend.	Preserv. as % of Tot. Lib. Expend.
ALBERTA	193,435	0	112,979	UA	UA	0	112,979	9,283	0	315,698	3,367,665	9.37%	3.35%	13,026,440	2.42%
ARIZONA	81,392	19,219	293,614	0	0	0	312,833	4,000	0	398,225	4,861,673	8.19%	6.04%	12,658,105	3.15%
ARIZONA STATE	122,486	0	248,660	0	0	0	248,660	14,624	8,920	394,690	4,707,750	8.38%	5.28%	12,412,356	3.18%
BRIGHAM YOUNG	183,037	0	111,329	0	0	0	111,329	37,549	5,182	337,097	3,290,468	10.24%	3.38%	8,371,488	4.03%
BRITISH COLUMBIA	UA	7,797	149,556	0	13,086	0	170,438	UA	UA	UA	3,944,491	UA	3.79%	13,193,111	UA
BROWN	187,021	0	105,543	0	0	0	105,543	12,551	0	305,115	2,625,672	11.62%	4.02%	9,207,122	3.31%
CALIF.,BERKELEY	475,900	0	650,536	15,956	0	12,098	678,590	123,690	10,324	1,288,504	6,665,477	19.33%	9.76%	27,524,192	4.68%
CALIF.,DAVIS	196,916	0	278,560	5,500	26,054	0	310,114	15,662	439	523,131	4,768,676	10.97%	5.84%	15,034,180	3.48%
CALIF.,IRVINE	155,474	0	223,339	250	5,000	0	228,589	200	0	384,263	3,036,335	12.66%	7.36%	9,767,004	3.93%
CALIF.,LOS ANGELES	423,433	50,563	582,910	3,862	23,360	450	661,145	77,000	1,940	1,163,518	7,143,307	16.29%	8.16%	28,447,376	4.09%
CALIF.,RIVERSIDE	122,320	2,988	160,795	2,000	13,014	0	178,797	13,695	703	315,515	2,284,100	13.81%	7.04%	6,843,056	4.61%
CALIF.,SAN DIEGO	272,768	0	315,350	5,478	8,461	2,000	331,289	35,501	13,663	653,221	3,372,946	19.37%	9.35%	11,957,000	5.46%
CALIF.,SANTA BARBARA	122,650	10,000	264,609	0	10,000	0	284,609	12,000	0	419,259	3,327,917	12.60%	7.95%	10,496,462	3.99%
CASE WESTERN RESERVE	69,800	0	67,981	300	0	0	68,281	5,727	1,742	145,550	2,329,946	6.25%	2.92%	6,174,479	2.36%
CHICAGO	397,043	22,720	283,517	2,587	31,184	2,150	342,158	21,005	0	760,206	3,926,670	19.36%	7.22%	13,953,804	5.45%
CINCINNATI	178,027	113,066	128,485	0	0	0	241,551	7,937	3,218	430,733	3,515,282	12.25%	3.66%	10,405,415	4.14%
COLORADO STATE	161,352	0	107,000	1,386	1,153	0	109,539	38,984	4,582	314,457	2,331,803	13.49%	4.59%	7,771,748	4.05%
COLUMBIA	380,671	4,609	447,676	1,755	28,949	0	482,989	15,252	0	878,912	5,651,091	15.55%	7.92%	21,910,292	4.01%
CONNECTICUT	202,650	9,565	198,432	0	0	1,849	209,846	33,793	28,890	466,461	3,268,212	14.27%	6.07%	9,731,105	4.79%
CORNELL	357,500	26,000	199,827	3,500	19,334	0	248,661	10,000	43,700	659,861	4,905,819	13.45%	4.07%	17,480,059	3.77%
DARTMOUTH	53,000	6,419	72,677	0	0	0	79,096	25,000	0	157,096	2,442,281	6.43%	2.98%	6,556,329	2.40%
DELAWARE	87,886	23,270	173,112	0	0	0	196,382	5,156	583	290,007	3,508,041	8.27%	4.93%	7,655,052	3.79%
DUKE	184,903	0	144,000	0	2,200	0	146,200	40,559	1,702	373,364	4,362,121	8.56%	3.30%	12,177,792	3.07%
EMORY	116,709	0	130,214	0	0	0	130,214	10,006	7,786	264,715	3,605,247	7.34%	3.61%	10,154,379	2.61%
FLORIDA	134,051	700	207,122	16,520	7,878	35,000	267,220	32,293	38,700	472,264	4,361,661	10.83%	4.75%	12,953,975	3.65%
FLORIDA STATE	135,474	0	150,000	1,500	0	0	151,500	6,403	0	293,377	3,289,710	8.92%	4.56%	6,996,259	4.19%
GEORGETOWN	48,510	0	97,157	0	0	0	97,157	6,135	0	151,802	3,015,402	5.03%	3.22%	10,416,426	1.46%
GEORGIA	228,799	0	238,234	0	0	0	238,234	20,927	1,400	489,360	4,074,606	12.01%	5.85%	10,497,853	4.66%
GUELPH	15,593	7,797	63,726	0	0	0	71,523	19,492	3,898	110,506	1,621,181	6.82%	3.93%	4,889,616	2.26%
HARVARD	821,998	78,136	704,401	74,291	429,754	20,689	1,307,271	72,135	8,061	2,209,465	9,968,054	22.17%	7.07%	37,196,490	5.94%

B - Includes Branch Campuses
M - Includes Medical Library
L - Includes Law Library
N/A - Not Applicable
U/A - Unavailable
+ - See Footnotes

INSTITUTION		ADMINISTRATION		PERSONNEL (FTE)								CONSERVATION TREATMENT			BINDING		PRESERVATION MICROFILMING	
				PRESERVATION UNITS				LIBRARY-WIDE										
		Pres. Administrator	% of Time on Pres. Activ.	Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff	Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff	Volumes: Minor Treatment	Volumes: Interm. & Major Treatment	Total Volumes Treated	Volumes: Contract Binding	Total Volumes Bound	Total Titles	Total Exposures
HAWAII		no	NA	NA	NA	NA	NA	0	6	9	15	5,153	3,686	8,839	22,717	44,247	17	193,000
HOUSTON	•	no	NA	NA	NA	NA	NA	0.4	7.6	1.05	9.05	3,524	1,312	4,836	12,646	15,284	0	0
HOWARD	LM	no	NA	NA	NA	NA	NA	UA	UA	UA	UA	0	0	0	15,663	15,663	140	242,408
ILLINOIS, URBANA	L •	yes	100%	2	3.25	1.2	6.45	2.75	8.5	4.1	15.35	38,449	1,582	40,031	42,538	53,338	230	16,475
INDIANA		yes	100%	2	6.5	3.6	12.1	2	6.5	3.6	12.1	2,546	1,314	3,860	33,624	33,624	0	0
IOWA	M	yes	10%	0.1	0	0	0.1	1.25	10.15	2.13	13.53	UA	UA	UA	19,408	20,358	400	74,219
IOWA STATE		yes	100%	1	0	0.25	1.25	1.75	4.31	2.05	8.11	5,128	467	5,595	24,768	24,768	1	UA
JOHNS HOPKINS	M •	yes	100%	2	9	0.57	11.57	2.05	17.55	3.07	22.67	12,439	2,354	14,793	18,156	18,156	3	331
KENT STATE		yes	50%	0.5	0	0	0	0.5	3	2	5.5	1,362	888	2,250	9,255	9,255	UA	UA
KENTUCKY	LM	no	NA	NA	NA	NA	NA	0.38	13.02	4.7	18.1	4,789	1,465	6,254	15,296	15,360	307	302,225
LAVAL	•	yes	100%	1	7	0	8	UA	UA	0	UA	21,016	10,371	31,387	1,102	3,562	0	0
LOUISIANA STATE	•	no	NA	NA	NA	NA	NA	1	6	4	11	723	692	1,415	12,034	12,034	564	236,467
MCGILL	LM •	yes	50%	0.5	0	0	0.5	0.5	2.5	0	3	0	1	1	27,261	27,261	1	UA
MCMASTER		yes	100%	1	2	0.1	3.1	1	4	0.1	5.1	150	297	447	12,923	15,862	10	UA
MANITOBA	LM •	yes	5%	0.05	0	0	0.05	UA	UA	UA	UA	UA	UA	UA	11,796	11,796	1	33,000
MARYLAND		yes	100%	1	3	7	11	1	6	8	15	0	1,300	1,300	30,536	30,536	0	0
MASSACHUSETTS		no	NA	NA	NA	NA	NA	0.24	3.32	1	4.56	925	20	945	21,689	21,689	1	1,306
MIT		yes	50%	1.5	2.25	1.2	4.95	2.1	6.1	3.1	11.3	1,518	796	2,314	21,706	21,706	3,960	971,750
MIAMI	LM •	yes	5%	0.05	0	0	0	0	6.6	4.1	10.7	4,142	2,552	6,694	14,795	14,795	0	0
MICHIGAN	M •	yes	100%	6.2	11.5	5	22.7	UA	UA	UA	UA	19,079	1,744	20,823	42,005	42,005	2,726	644,454
MICHIGAN STATE		no	NA	NA	NA	NA	NA	0.45	5.86	5.23	11.54	4,154	3,593	7,747	34,805	34,805	0	0
MINNESOTA	M	yes	50%	0.5	0	0	0.5	1.5	7.4	3.5	12.4	1,445	19	1,464	39,383	39,383	900	25,600
MISSOURI		yes	100%	1	6	1.85	8.85	1	6	1.85	8.85	3,772	0	3,772	12,824	12,824	129	11,132
NEBRASKA	•	yes	33%	0.33	5	1.5	6.83	2	5.5	1.6	9.1	7,966	766	8,732	23,931	23,931	4	UA
NEW MEXICO		no	NA	NA	NA	NA	NA	1.75	6	8	15.75	12,725	3,953	16,678	12,988	12,993	5	350
NEW YORK	LM •	yes	100%	1	5	2	8	1.73	7.23	4.5	13.46	847	2,572	3,419	24,759	24,823	439	128,068
NORTH CAROLINA		no	NA	NA	NA	NA	NA	1.5	6.3	3.8	11.6	3,382	16,320	19,702	42,206	42,206	439	55,000
NORTH CAROLINA STATE		no	NA	NA	NA	NA	NA	0.17	5.93	1.27	7.37	1,649	32	1,681	14,691	14,691	0	0
NORTHWESTERN	L •	yes	100%	2	5	5.5	12.5	2.5	6.94	11.43	20.87	14,653	3,649	18,302	25,416	25,416	404	93,450
NOTRE DAME	L	no	NA	NA	NA	NA	NA	0	3	0.25	3.25	UA	237	UA	UA	UA	0	0

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U/A - Unavailable
• - See Footnotes

INSTITUTION	EXPENDITURES (in dollars)														
	Total Salaries & Wages	Contract Conserv-ation	Contract Binding	Contract Preserv. Photo.	Contract Preserv. Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies	Equipment	Total Preserv. Expend.	Total Lib. Materials Expend.	Preserv. as % of Materials Expend.	Binding as % of Materials Expend.	Total Library Expend.	Preserv. as % of Tot. Lib. Expend.
HAWAII	109,728	0	194,099	0	45,000	1,456	240,555	30,000	9,000	389,283	2,654,743	14.66%	7.31%	7,793,828	4.99%
HOUSTON	111,544	0	77,314	0	0	0	77,314	15,238	0	204,096	2,796,262	7.30%	2.76%	6,433,647	3.17%
HOWARD	UA	0	131,723	0	0	0	131,723	0	0	UA	4,114,415	UA	3.20%	10,827,300	UA
ILLINOIS, URBANA	195,991	24,143	272,882	0	0	0	297,025	44,802	0	537,818	5,244,029	10.26%	5.20%	16,337,081	3.29%
INDIANA	138,197	0	214,995	0	0	0	214,995	10,720	0	363,912	4,496,484	8.09%	4.78%	12,608,425	2.89%
IOWA	215,394	0	133,498	0	0	4,571	138,069	16,027	350	369,840	4,327,897	8.55%	3.08%	9,944,203	3.72%
IOWA STATE	127,944	1,100	162,763	0	252	419	164,534	15,536	2,013	310,027	2,687,645	11.54%	6.06%	6,785,979	4.57%
JOHNS HOPKINS	311,530	355	131,832	200	147	0	132,534	14,697	650	459,411	4,032,527	11.39%	3.27%	12,322,381	3.73%
KENT STATE	70,254	0	67,610	0	0	0	67,610	12,735	2,767	153,366	1,753,464	8.75%	3.86%	6,768,538	2.27%
KENTUCKY	206,075	22,128	80,775	0	0	3,375	106,278	26,469	2,685	341,507	2,842,713	12.01%	2.84%	7,265,372	4.70%
LAVAL	UA	0	57,772	0	312	0	58,084	45,766	0	UA	2,530,583	UA	2.28%	9,690,264	UA
LOUISIANA STATE	130,569	0	75,000	0	0	0	75,000	49,168	6,230	260,967	3,369,896	7.74%	2.23%	7,961,873	3.28%
MCGILL	44,831	2,339	132,387	0	2,573	0	137,299	6,294	0	188,424	3,973,884	4.74%	3.33%	11,686,192	1.61%
MCMASTER	109,831	0	70,170	390	1,169	0	71,729	18,962	195	200,717	1,984,813	10.11%	3.54%	7,421,276	2.70%
MANITOBA	UA	0	104,142	0	0	0	104,142	UA	UA	UA	4,030,549	UA	2.58%	7,148,292	UA
MARYLAND	114,489	10,000	275,539	0	0	500	286,039	0	0	400,528	3,906,181	10.25%	7.05%	11,711,637	3.42%
MASSACHUSETTS	83,786	2,877	121,665	0	131	1,505	126,178	4,662	675	215,301	2,676,046	8.05%	4.55%	9,498,919	2.27%
MIT	204,708	8,625	150,106	0	0	0	158,731	23,741	1,200	388,380	2,676,046	14.51%	5.61%	9,442,765	4.11%
MIAMI	116,754	0	107,170	0	0	0	107,170	21,475	0	245,399	3,138,764	7.82%	3.41%	8,368,445	2.93%
MICHIGAN	356,103	0	250,189	0	0	284	250,473	65,033	7,670	679,279	6,838,655	9.93%	3.66%	20,472,160	3.32%
MICHIGAN STATE	133,410	0	178,922	0	0	0	178,922	5,228	7,581	325,141	3,435,723	9.46%	5.21%	11,516,556	2.82%
MINNESOTA	239,699	22,244	428,818	87,704	8,660	0	547,426	2,591	102	789,818	5,319,881	14.85%	8.06%	18,850,330	4.19%
MISSOURI	92,632	0	135,000	0	0	0	135,000	192	0	227,824	2,483,181	9.17%	5.44%	7,421,985	3.07%
NEBRASKA	121,609	2,482	113,272	150	0	0	115,904	17,173	0	254,686	2,662,785	9.56%	4.25%	6,424,930	3.96%
NEW MEXICO	169,742	25,000	101,734	0	0	0	126,734	20,300	300	317,076	2,052,641	15.45%	4.96%	6,791,259	4.67%
NEW YORK	208,931	10,457	262,520	153	20,771	0	293,901	3,697	72	510,283	4,357,534	11.71%	6.02%	14,525,109	3.51%
NORTH CAROLINA	UA	0	225,725	0	15,000	0	240,725	1,754	302	242,781	4,845,776	5.01%	4.66%	14,704,131	1.65%
NORTH CAROLINA STATE	95,731	0	121,734	0	0	0	121,734	6,449	0	223,914	3,025,434	7.40%	4.02%	8,142,110	2.75%
NORTHWESTERN	219,677	0	131,462	0	18,665	0	150,127	28,670	5,126	384,935	3,430,831	11.22%	3.83%	11,851,655	3.25%
NOTRE DAME	41,487	33,971	118,044	0	0	0	152,015	300	0	193,802	2,717,118	7.13%	4.34%	6,208,325	3.12%

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INSTITUTION		ADMINISTRATION		PERSONNEL (FTE)								CONSERVATION TREATMENT			BINDING		PRESERVATION MICROFILMING	
				PRESERVATION UNITS				LIBRARY-WIDE					Volumes:					
		Pres. Administrator	% of Time on Pres. Activ.	Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff	Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff	Volumes: Minor Treatment	Interm. & Major Treatment	Total Volumes Treated	Volumes: Contract Binding	Total Volumes Bound	Total Titles	Total Exposures
OHIO STATE	LM	yes	100%	2	10.1	4.6	16.7	3.8	16.4	10	30.2	14,328	1,197	15,525	45,680	45,680	0	0
OKLAHOMA	LM	no	NA	NA	NA	NA	NA	0.45	0.1	1.18	1.73	3,955	103	4,058	10,990	11,020	0	0
OKLAHOMA STATE		no	NA	NA	NA	NA	NA	0.5	3.5	2.35	6.35	875	2,800	3,675	12,045	12,045	0	0
OREGON	L	no	NA	NA	NA	NA	NA	0.15	6.15	2.06	8.36	20,001	1,864	21,865	13,750	13,750	185	329,600
PENNSYLVANIA	LM	no	NA	NA	NA	NA	NA	1.5	4	8	13.5	1,205	4	1,209	43,345	43,345	1,544	156,844
PENNSYLVANIA STATE		no	NA	NA	NA	NA	NA	0	6	0	6	4,996	10	5,006	39,212	39,337	488	95,219
PITTSBURGH	+	yes	100%	2	2.5	0.75	5.25	2	2.5	0.75	5.25	2,797	3,338	6,135	11,425	11,425	1,011	2,675
PRINCETON		yes	100%	3	11	2	16	4.5	12	2.5	19	8,290	3,180	11,470	67,617	67,617	UA	UA
PURDUE		no	NA	NA	NA	NA	NA	0.39	4.43	0.14	4.96	7,855	3,945	11,800	18,107	18,107	0	0
QUEEN'S	LM+	yes	25%	0.25	1	0	1.25	0.25	1	0	1.25	134	801	935	14,720	17,303	0	0
RICE		no	NA	NA	NA	NA	NA	0	2.5	0	2.5	8,400	2,500	10,900	UA	UA	0	0
ROCHESTER	M+	yes	25%	0.35	4.5	1	5.85	1	7.6	4.2	12.8	17,111	2,803	19,914	14,371	14,464	350	17,530
RUTGERS	+	yes	20%	0.2	0	0	0	1.02	3.68	1.7	6.4	2,359	941	3,300	46,238	46,238	0	0
SOUTH CAROLINA		no	NA	NA	NA	NA	NA	0.25	2.5	1.75	4.5	250	UA	UA	17,608	17,608	45	65,952
SOUTHERN CALIFORNIA		no	NA	NA	NA	NA	NA	0	3	1.5	4.5	UA	UA	UA	9,880	9,880	680	354,000
SOUTHERN ILLINOIS		yes	100%	1	1.5	4.2	6.7	1	3	7.52	11.52	9,600	3,120	12,720	15,951	15,951	4	3,066
STANFORD	+	yes	100%	5.25	17	1.6	23.85	5.25	30.05	3	38.3	9,592	2,249	11,841	56,586	60,227	1,963	1,271,199
SUNY-ALBANY	+	yes	100%	2.3	0.6	0.5	3.4	3	2	5	10	UA	500	UA	16,094	16,094	1	5,300
SUNY-BUFFALO	LM+	yes	100%	2	0	6.5	8.5	7.75	10.5	8	26.25	4,335	4,754	9,089	36,418	36,418	2,703	UA
SUNY-STONY BROOK		yes	100%	1	3.5	1.5	6	2.35	3.5	2.5	8.35	10,798	0	10,798	6,985	6,985	0	0
SYRACUSE		yes	11%	0.11	1	0	1.11	7.15	9	2.7	18.85	10,733	1,493	12,226	15,746	15,746	UA	UA
TENNESSEE	L	yes	100%	1	6	1.2	8.2	1	6.9	1.4	9.3	1,068	534	1,602	20,900	20,900	0	0
TEXAS	L	yes	100%	7	4	2	13	7.7	20.5	3.3	31.5	28,573	1,202	29,775	40,681	40,681	0	0
TEXAS A&M		yes	50%	0.5	1	0.25	1.75	0.5	6.5	4.25	11.25	11,736	0	11,736	21,268	21,268	0	0
TORONTO	M+	yes	100%	4	17.5	0	21.5	5	18.5	0	23.5	18,532	5,305	23,837	32,588	32,588	0	0
TULANE		no	NA	NA	NA	NA	NA	0	3.16	0.59	3.75	3,335	1,211	4,546	14,799	14,799	0	0
UTAH	L	yes	100%	1	3	2	6	1	11.5	5	17.5	430	133	563	21,374	23,964	0	0
VANDERBILT	LM+	yes	100%	1	1	0.25	2.25	1.3	5.7	0.5	7.5	174	483	657	27,220	27,220	4,003	UA
VIRGINIA	LM+	yes	100%	1	3.3	2	6.3	1	5.3	2	8.3	15,994	1,615	17,609	39,268	39,271	0	0
VPI & SU	LM+	no	NA	NA	NA	NA	NA	0.9	7	1.3	9.2	3,725	1,143	4,868	15,539	19,214	0	0

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EXPENDITURES (in dollars)

	Total Salaries & Wages	Contract Conserv-ation	Contract Binding	Contract Preserv. Photo.	Contract Preserv. Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies	Equipment	Total Preserv. Expend.	Total Lib. Materials Expend.	Preserv. as % of Materials Expend.	Binding as % of Materials Expend.	Total Library Expend.	Preserv. as % of Tot. Lib. Expend.
OHIO STATE	477,276	2,567	252,896	10,654	16,773	3,400	286,290	39,539	3,948	807,053	4,893,616	16.49%	5.17%	15,791,448	5.11%
OKLAHOMA	26,656	0	75,000	200	0	0	75,200	3,104	20	104,980	2,707,432	3.88%	2.77%	6,186,865	1.70%
OKLAHOMA STATE	71,500	0	78,003	0	0	0	78,003	3,425	200	153,128	2,130,280	7.19%	3.66%	5,692,996	2.69%
OREGON	91,410	0	94,568	0	400	0	94,968	29,500	487	216,365	2,934,606	7.37%	3.22%	7,169,345	3.02%
PENNSYLVANIA	191,814	7,503	303,542	0	21,949	0	332,994	19,232	0	544,040	3,962,283	13.73%	7.66%	13,777,762	3.95%
PENNSYLVANIA STATE	105,000	0	250,000	0	0	0	250,000	2,189	1,430	358,619	4,761,949	7.53%	5.25%	16,079,625	2.23%
PITTSBURGH	81,552	0	149,321	290	429	0	150,040	6,000	15,489	253,081	3,461,943	7.31%	4.31%	10,592,081	2.39%
PRINCETON	345,826	2,500	439,065	0	37,806	200	479,571	22,181	7,075	854,653	5,453,666	15.67%	8.05%	15,101,885	5.66%
PURDUE	67,225	0	108,588	0	0	0	108,588	350	0	176,163	2,999,062	5.87%	3.62%	7,965,803	2.21%
QUEEN'S	21,288	3,898	85,954	0	0	0	89,852	3,898	0	115,039	3,435,018	3.35%	2.50%	7,879,383	1.46%
RICE	38,500	0	46,781	0	0	0	46,781	0	0	85,281	2,199,949	3.88%	2.13%	5,036,627	1.69%
ROCHESTER	171,568	69,399	123,564	0	21,797	338	215,098	16,933	30,190	433,789	3,407,321	12.73%	3.63%	8,400,031	5.16%
RUTGERS	118,325	0	358,631	0	0	0	358,631	8,070	22,700	507,726	6,399,863	7.93%	5.60%	20,783,551	2.44%
SOUTH CAROLINA	42,500	0	91,881	0	9,100	0	100,981	10,000	0	153,481	2,566,338	5.98%	3.58%	6,604,478	2.32%
SOUTHERN CALIFORNIA	73,617	0	105,000	0	1,000	0	106,000	3,000	UA	UA	4,769,547	UA	2.20%	14,156,385	UA
SOUTHERN ILLINOIS	104,869	0	108,600	0	0	0	108,600	5,000	200	218,669	2,436,237	8.98%	4.46%	7,209,230	3.03%
STANFORD	716,415	2,504	350,457	1,215	141,617	0	495,793	99,214	24,236	1,335,658	7,294,540	18.31%	4.80%	26,692,650	5.00%
SUNY-ALBANY	107,298	0	68,400	3,500	0	0	71,900	7,900	0	187,098	2,318,650	8.07%	2.95%	6,326,993	2.96%
SUNY-BUFFALO	471,014	15,000	142,780	0	92,145	0	249,925	41,352	15,000	777,291	3,430,707	22.66%	4.16%	10,702,947	7.26%
SUNY-STONY BROOK	141,750	0	95,000	0	0	0	95,000	23,500	5,000	265,250	2,960,511	8.96%	3.21%	8,180,816	3.24%
SYRACUSE	331,195	69,577	61,000	0	8,400	5,340	144,317	9,400	1,920	486,832	2,934,672	16.59%	2.08%	8,286,754	5.87%
TENNESSEE	147,665	1,274	115,463	0	0	0	116,737	0	0	264,402	2,529,736	10.45%	4.56%	7,765,294	3.40%
TEXAS	414,688	0	170,692	0	0	0	170,692	135,000	2,235	722,615	4,842,279	14.92%	3.53%	17,582,447	4.11%
TEXAS A&M	118,112	0	110,000	0	0	0	110,000	5,445	0	233,557	3,470,284	6.73%	3.17%	9,055,469	2.58%
TORONTO	411,087	0	159,442	0	0	0	159,442	45,306	0	615,834	5,984,240	10.29%	2.66%	21,268,687	2.90%
TULANE	45,393	0	80,154	0	0	0	80,154	8,136	0	133,683	2,820,296	4.74%	2.84%	7,435,087	1.80%
UTAH	208,457	0	164,091	0	0	0	164,091	20,206	0	392,754	2,959,911	13.27%	5.54%	7,503,806	5.23%
VANDERBILT	94,583	0	134,485	0	15,598	0	150,083	6,768	2,207	253,641	3,445,730	7.36%	3.90%	9,945,471	2.55%
VIRGINIA	125,632	23,068	195,017	0	0	0	218,085	20,665	0	364,382	4,694,633	7.76%	4.15%	13,492,869	2.70%
VPI & SU	125,827	0	117,108	0	0	0	117,108	9,000	0	251,935	3,347,560	7.53%	3.50%	7,853,299	3.21%

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INSTITUTION		ADMINISTRATION		PERSONNEL (FTE)								CONSERVATION TREATMENT			BINDING		PRESERVATION MICROFILMING	
		Pres. Administrator	% of Time on Pres. Activ.	PRESERVATION UNITS				LIBRARY-WIDE				Volumes: Minor Treatment	Volumes: Interm. & Major Treatment	Total Volumes Treated	Volumes: Contract Binding	Total Volumes Bound	Total Titles	Total Exposures
				Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff	Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff							
WASHINGTON	LM	yes	25%	0.25	3	0.35	3.6	0.55	12.33	2.63	15.51	5,037	1,551	6,588	32,489	32,489	102	166,044
WASHINGTON STATE		yes	1%	0.01	0.13	0	0.14	UA	5.4	2.25	UA	2,733	26	2,759	12,895	12,895	12	0
WASH. UNIV.-ST. LOUIS	LM+	yes	33%	2.33	1.1	1	4.43	2.6	5.6	1	9.2	3,500	400	3,900	18,400	18,400	0	0
WATERLOO	+	yes	10%	0.1	0	0	0.1	0.3	4	0	4.3	0	8	8	13,820	13,820	0	0
WAYNE STATE	LH+	no	NA	NA	NA	NA	NA	0.2	4	2.5	6.7	5,100	1,153	6,253	13,700	13,700	0	0
WISCONSIN		yes	100%	4.5	2.5	3.5	10.5	4.5	7.5	4	16	282	672	954	UA	UA	1,516	607,416
YALE	LM	yes	75%	4.75	21.5	5	31.25	15.2	31	18.9	65.1	20,650	779	21,429	56,010	56,010	1,782	459,847
YORK	L+	no	NA	NA	NA	NA	NA	0.2	2	0.45	2.65	0	2,268	2,268	39,030	39,030	0	0
BOSTON PUBLIC LIBRARY	+	no	NA	NA	NA	NA	NA	5.55	21.35	1.25	28.15	41,535	412	41,947	8,160	56,695	1,568	2,390,548
CENTER FOR RES. LIB.		yes	20%	0.8	1	0	1.8	1.2	1.6	2.8	5.6	UA	0	UA	0	0	158	1,163,661
LIBRARY OF CONGRESS	+	yes	100%	57	52	0	109	78	65	0	143	1,410	5,237	6,647	201,895	201,895	2,563	4,368,705
LINDA HALL LIBRARY	+	no	NA	NA	NA	NA	NA	0.8	0.85	0.5	2.15	1,892	73	1,965	5,262	5,262	0	0
NATL. AGRI. LIBRARY		no	NA	NA	NA	NA	NA	0.5	2.4	0.2	3.1	0	0	0	4,700	4,700	20	UA
NATL. LIBRARY OF CAN.	+	no	NA	NA	NA	NA	NA	7.45	5.7	0	13.15	4	127	131	2,533	2,533	8,282	2,194,730
NATL. LIB. OF MED.	M+	yes	100%	4	7.25	1	12.25	9.75	7.25	1	18	200	227	427	26,713	26,713	UA	2,701,057
NEWBERRY LIBRARY	+	yes	100%	10	0.25	0	10.25	10	0.25	0	10.25	334	65	399	0	3,095	UA	UA
NEW YORK PUB. LIB.	+	yes	100%	9	60.3	4.5	73.8	9	71.1	4.5	84.6	3,957	5,346	9,303	51,093	51,093	6,027	1,880,487
NEW YORK STATE LIB.	+	yes	100%	1.5	10	0.3	11.8	1.7	11	0.3	13	120	126	246	20,464	20,464	343	101,459
SMITHSONIAN INST.	+	yes	100%	1	0	0.25	1.25	3	4	1.3	8.3	109	373	482	17,189	17,189	0	0

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INSTITUTION	EXPENDITURES (in dollars)														
	Total Salaries & Wages	Contract Conserv-ation	Contract Binding	Contract Preserv. Photo.	Contract Preserv. Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies	Equipment	Total Preserv. Expend.	Total Lib. Materials Expend.	Preserv. as % of Materials Expend.	Binding as % of Materials Expend.	Total Library Expend.	Preserv. as % of Tot. Lib. Expend.
WASHINGTON	253,620	0	277,056	UA	19,176	0	296,232	16,382	0	566,234	4,920,689	11.51%	5.63%	15,756,741	3.59%
WASHINGTON STATE	UA	0	82,959	0	0	0	82,959	3,428	0	UA	2,411,986	UA	3.44%	7,438,271	UA
WASH. UNIV.-ST. LOUIS	153,300	0	108,295	0	0	0	108,295	3,700	2,900	268,195	3,580,315	7.49%	3.02%	9,557,623	2.81%
WATERLOO	68,689	967	57,684	0	0	390	59,041	546	0	128,275	2,300,448	5.58%	2.51%	6,650,772	1.93%
WAYNE STATE	81,500	0	94,852	0	0	0	94,852	6,500	5,000	187,852	3,634,454	5.17%	2.61%	10,395,333	1.81%
WISCONSIN	246,443	0	163,366	0	0	0	163,366	18,104	35,450	463,363	4,780,562	9.69%	3.42%	18,161,108	2.55%
YALE	987,894	1,610	348,100	200	58,888	3,055	411,853	93,000	0	1,492,747	8,816,900	16.93%	3.95%	25,783,700	5.79%
YORK	57,495	1,949	168,953	0	780	0	171,682	0	0	229,177	2,627,353	8.72%	6.43%	8,450,085	2.71%
BOSTON PUBLIC LIBRARY	706,025	30,800	53,899	0	253,920	0	338,619	32,400	12,921	1,089,965	7,242,374	15.05%	0.74%	26,319,237	4.14%
CENTER FOR RES. LIB.	70,000	0	0	0	180,000	0	180,000	600	0	250,600	871,779	28.75%	0.00%	3,119,833	8.03%
LIBRARY OF CONGRESS	2,498,820	6,700	963,000	0	1,053,570	880,279	2,903,549	375,506	205,454	5,983,329	6,574,863	91.00%	14.65%	254,441,000	2.35%
LINDA HALL LIBRARY	0	1,343	73,520	0	0	0	74,863	300	0	75,163	1,511,768	4.97%	4.86%	3,014,391	2.49%
NATL. AGRI. LIBRARY	61,251	33,920	50,000	0	800	62,493	147,213	6,000	18,600	233,064	1,417,500	16.44%	3.53%	14,944,000	1.56%
NATL. LIBRARY OF CAN.	334,321	0	9,321	0	174,715	0	184,036	3,971	0	522,328	1,679,270	31.10%	0.56%	26,092,637	2.00%
NATL. LIB. OF MED.	548,421	50,000	175,000	0	886,000	505,000	1,616,000	18,600	33,500	2,216,521	3,507,578	63.19%	4.99%	17,525,000	12.65%
NEWBERRY LIBRARY	163,491	0	0	0	0	0	0	9,443	591	173,525	530,513	32.71%	0.00%	5,192,725	3.34%
NEW YORK PUB. LIB.	2,475,264	10,037	431,077	5,732	55,559	22,208	524,613	UA	UA	UA	6,097,000	UA	7.07%	31,565,800	UA
NEW YORK STATE LIB.	274,086	0	74,999	0	35,000	10,000	119,999	26,000	30,000	450,085	2,264,658	19.87%	3.31%	8,609,499	5.23%
SMITHSONIAN INST.	148,869	0	141,981	0	0	0	141,981	5,667	5,442	301,959	1,659,576	18.19%	8.56%	5,152,344	5.86%

B - Includes Branch Campuses
M - Includes Medical Library
L - Includes Law Library
N/A - Not Applicable
U/A - Unavailable
+ - See Footnotes

	PERSONNEL (FTE)								CONSERVATION TREATMENT			BINDING		PRESERVATION MICROFILMING	
	PRESERVATION UNITS				LIBRARY-WIDE										
	Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff	Prof. Staff	Nonprof. Staff	Student Assts.	Total Staff	Volumes: Minor Treatment	Volumes: Interm. & Major Treatment	Total Volumes Treated	Volumes: Contract Binding	Total Volumes Bound	Total Titles	Total Exposures
UNIVERSITY LIBS.	109.95	278.88	124.06	512.14	167.68	646.37	306.83	1110.68	598,851	175,249	766,914	2,515,580	2,573,413	35,151	9,030,400
NONUNIVERSITY LIBS.	83.3	130.8	6.05	220.15	126.95	190.5	11.85	329.3	49,561	11,986	61,547	338,009	389,639	18,961	14,800,647
ALL ARL LIBS.	193.25	409.68	130.11	732.29	294.63	836.87	318.68	1439.98	648,412	187,235	828,461	2,853,589	2,963,052	54,112	23,831,047

	EXPENDITURES (in dollars)											
	Total Salaries & Wages	Contract Conserv-ation	Contract Binding	Contract Preserv. Photo.	Contract Preserv. Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies	Equipment	Total Preserv. Expend.	Total Lib. Materials Expend.	Total Library Expend.
UNIVERSITY LIBS.	17,418,427	750,386	17,476,951	239,541	1,177,965	99,069	19,743,911	1,980,211	408,038	38,747,729	368,605,670	1,125,497,649
NONUNIVERSITY LIBS.	7,280,548	132,800	1,972,797	5,732	2,639,564	1,479,980	6,230,873	478,487	306,508	11,296,539	33,356,879	395,976,466
ALL ARL LIBS.	24,698,974	883,186	19,449,748	245,273	3,817,529	1,579,049	25,974,784	2,458,698	714,546	50,044,268	401,962,549	1,521,474,115

Part II. Analysis of Core Data for All Reporting Libraries

1. Organizational Structure

a. Preservation Administration

The most significant means for measuring the progress of ARL libraries in increasing their preservation efforts is to track the establishment of preservation programs managed by a preservation administrator. The data offer persuasive evidence that preservation programs are becoming a standard unit in research libraries. As displayed in the data tables, 76 institutions indicated that the library has appointed a preservation administrator, and of those, 48 libraries reported that the preservation program is managed by a full-time preservation administrator. Responses are summarized below.

Table 1. Administration of Preservation Programs

Full-time preservation administrator	48 (44%)
Part-time preservation administrator who devotes 50% or more time to preservation activities, but not 100%	11 (10%)
Part-time preservation administrator who devotes less than 50% of time to preservation activities	17 (16%)
No preservation administrator	33 (30%)

b. Reporting Relationships

While the creation of separate preservation units in ARL libraries is becoming quite common, their placement is far from uniform. The 76 responses to the question on reporting relationship show four basic organizational patterns. The dominant reporting relationship of the preservation administrator is to the assistant or associate director for collection management or to the library director. The next most-cited reporting relationship is to the assistant/associate director for technical services. The remaining libraries chose a variety of organizational options placing the preservation administrator within special collections, public services, or administrative services. Although the placement of preservation departments within the library structure varies, with few exceptions, the preservation administrator reports to senior library management.

Table 2. Position to Which Preservation Administrator Reports

Assistant/Associate Director for Collection Management	21.5	(29%)
Director of Libraries	21	(28%)
Assistant/Associate Director for Technical Services	14.5	(20%)
Assistant/Associate Director for Public Services	7	(9%)
Other	11	(14%)

2. Personnel

The size of the staff reporting to the preservation administrator is a key factor in defining a library's level of preservation program development. The table below displays the correlation between number of professional staff and the number of nonprofessional staff and student assistants in preservation units. The median figures for staff size are used as indicators of the midpoint in the distribution at which values cluster. The preservation administrator is included in the number of professional staff. (Total of 76 programs reported).

Table 3. Staffing Patterns of Preservation Programs

Number of Professionals	Median of Nonprofessionals	Median of Student Assistants	Median of Total FTE
less than 1 (51%)	.13	0	.88
1 - 1.9 (23%)	3.3	1.2	6.3
2 - 3.9 (14%)	2.65	2	8.5
4 or more (12%)	13	3.5	22.7

For a variety of reasons, libraries did not provide accurate statistics regarding the number of FTE staff engaged in preservation activities library-wide. The primary reason for this is the complexity of organizational structures. The more decentralized preservation activities are, the more difficult it becomes to provide accurate data. A second reason is that several institutions could provide data only for those staff reporting to the preservation administrator. Caution

should be used in interpreting the data below, because of these problems. (Total of 102 libraries reporting data).

Table 4. Staffing Patterns of Preservation Activities Library-Wide

Number of Professionals	Median of Nonprofessionals	Median of Student Assistants	Median of Total FTE
less than 1 (39%)	3.74	1.19	6.03
1 - 1.9 (26%)	6	3.4	11.1
2 - 3.9 (19%)	6.1	3.1	12.1
4 or more (15%)	15	2.85	24.88

3. Expenditures

The financial support for preservation activities in ARL libraries shows a substantial range from below 100,000 to more than 2.2 million during fiscal year 1987-88. As a corollary, ARL libraries spend from 1.14% to as much as 12.65% of total operating budgets for preservation.

The table below summarizes preservation expenditures by displaying the midpoint for three ranges for all reporting ARL libraries. It also indicates corresponding median preservation expenditures as percent of total operating expenditures.

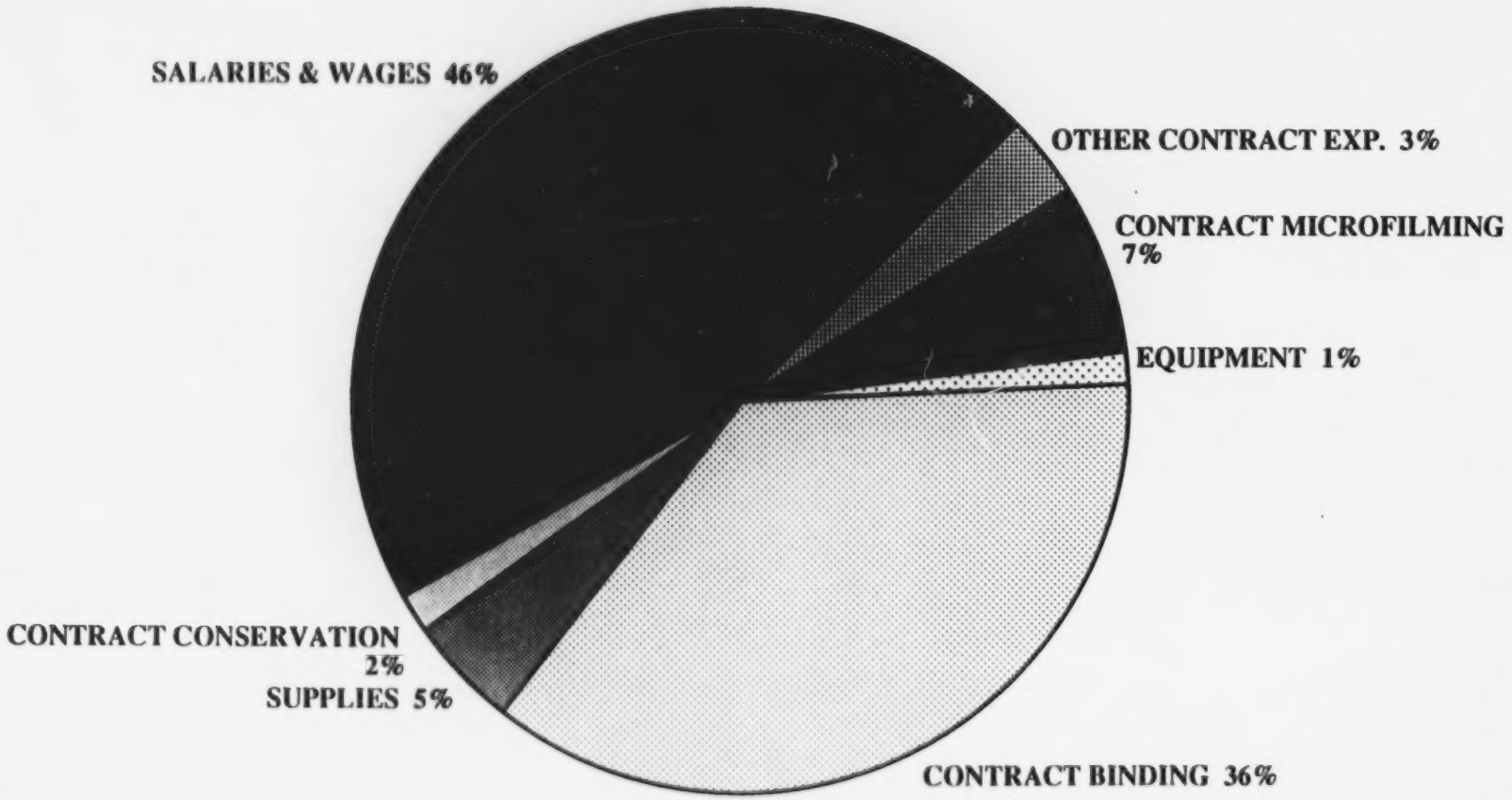
Table 5. Preservation Expenditures

	Median of First Quartile	Median of All Responses	Median of Third Quartile
Total Preservation Expenditures	$760,206	$315,515	$253,641
Preservation Expenditures as Percent of Total Library Expenditures	5.11%	3.21%	2.82%

The graph on the following page highlights the allocation of preservation expenditures. While local needs and capabilities will determine the exact allocation of budgetary resources to various activities, it is useful to look at the aggregate apportionment for ARL member libraries. In both cases the largest category is salaries and wages followed by binding expenditures. The graph displays the allocation of preservation expenditures based on data from all reporting ARL libraries.

PRESERVATION EXPENDITURES 1987 - 1988

GRAND TOTALS



4. Conservation Treatment

Conservation treatments encompass an array of activities as defined in the instructions that accompanied the survey. The table below provides information on the number of volumes that received minor treatment and the number of volumes that were given more time-consuming intermediate or major conservation treatment. It is recognized that significant differences exist in the nature of treatments performed, and that comparisons are difficult to make.

Table 6. Conservation Treatment

	Median of First Quartile	Median of All Responses	Median of Third Quartile
Number of Volumes Given Minor Treatment	14,653	2,804	1,503
Number of Volumes Given Intermediate of Major Treatment	3,894	880	467

5. Preservation Microfilming

In analyzing the responses to the questions on preservation microfilming production it became apparent that no uniform measure for counting exists. Some libraries tally number of titles, others track number of exposures, and still others use counts of physical volumes. The current lack of uniformity in measuring preservation microfilming production points to the need for agreed-upon production measures. The statistics gathered for 1987-1988 unfortunately do not accurately represent the level of preservation microfilming production in ARL libraries.

Part III. ANALYSIS OF CORE DATA FOR ESTABLISHED PRESERVATION PROGRAMS

Recognizing that implementation of preservation programs proceeds in phases, an analysis of the organizational, fiscal, and functional components of established preservation programs can provide useful information for guiding program development and growth. To provide an in-depth look at these components, 40 institutions were identified that have made a substantial commitment to preservation activities in terms of staffing and financial support. This group includes both university and nonuniversity libraries. The 40 institutions share two essential characteristics: they have a full time preservation administrator, and either three or more professional or nonprofessional staff reporting to the preservation administrator or eleven or more professional or non-professional preservation staff library-wide. The programs differ, however, in terms of their organizational structure, the array of preservation options that are supported, and the distribution of resources among program components. Listed below are tables summarizing the responses for 4 categories.

Table 7. Staffing Patterns for Preservation Programs (Based on statistics from 40 ARL libraries)

Number of Professionals		Median of Nonprofessionals	Median of Student Assistants	Median of Total FTE
1 - 1.9	(43%)	4	1.85	8
2 - 3.9	(28%)	5	3.43	11.57
4 or more	(30%)	12.5	2.75	22.35

Table 8. Staffing Patterns for Preservation Activities Library-Wide (Based on statistics from 40 ARL libraries)

Number of Professionals		Median of Nonprofessionals	Median of Student Assistants	Median of Total FTE
1 - 1.9	(33%)	6.5	2.6	10.76
2 - 3.9	(25%)	6.94	4.1	15.35
4 or more	(42%)	16	5.3	27.2

Table 9. Preservation Expenditures
(Based on statistics from 40 ARL libraries)

	Median of First Quartile	Median of All Responses	Median of Third Quartile
Total Preservation Expenditures	$1,226,011	$464,912	$397,609
Preservation Expenditures as Percent of Total Library Expenditures	5.34%	3.5%	3.32%

Table 10. Conservation Treatment
(Based on statistics from 40 ARL libraries)

	Median of First Quartile	Median of All Responses	Median of Third Quartile
Number of Volumes Given Minor Treatment	19,561	4,146	324
Number of Volumes Given Intermediate and Major Treatment	5,271	1,599	1,199

Association of Research Libraries
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 (202) 232-2466

ARL PRESERVATION STATISTICS QUESTIONNAIRE

1987-88

GENERAL INSTRUCTIONS

1. Enclosed are two copies of the questionnaire for the 1987-88 *ARL Preservation Statistics*. One copy should be returned to the ARL Office no later than **October 14, 1988**. Please retain the second copy for your records.

2. **Please read all instructions carefully, question by question, before you answer the questionnaire.** Make your responses as complete and accurate as possible. Give estimates where you must, but do not make wild guesses. Use the "FOOTNOTES" section freely to expand upon or clarify your responses (see page 6 of the questionnaire).

3. All questions assume a **fiscal year ending June 30, 1988**. If your library's fiscal year is different, please use the "FOOTNOTES" section to explain.

4. **Do not leave any entries blank.** If your library does not perform a given function, enter **N/A** (Not Applicable). If your library performs a function but data are not available, enter **U/A** (Unavailable). If your library performs a function and keeps records but had no activity during 1987-88, enter **0** (Zero).

5. Use the same basis for reporting as is used in responding to the regular *ARL Statistics*. For example, if in *ARL Statistics* you normally include data for a law library and medical library, also include them in response to this questionnaire.

6. Preservation data are not easy to define or to record in precise categories, and preservation terminology is not yet fixed. If you have difficulty interpreting the questionnaire or are uncertain how its data categories apply in your situation, contact Jan Merrill-Oldham, consultant to the ARL Committee on Preservation [Head, Preservation Department; Babbidge Library, Box U-5P; University of Connecticut, Storrs, CT 06268; (203) 486-2597] or Jutta Reed-Scott, ARL Program Officer, (202) 232-2466; ALANET: ALA0921.

SPECIFIC INSTRUCTIONS

7. For the purpose of this survey, the elements of a "preservation program" include: **conservation, commercial binding,** certain **mass treatments** (i.e., mass deacidification; refurbishing; and batch treatment of materials damaged by water, fire, mold, and insects), and **reprography** (i.e., preservation photocopying and preservation microfilming). While shelf preparation activities (e.g., plating, labeling, security stamping) and routine reshelving of materials have obvious preservation implications and may comprise units that are supervised by the preservation administrator, they fall outside the scope of this questionnaire.

   The terms **commercial binding, conservation treatment, mass treatment, mass deacidification, refurbishing, preservation photocopying, preservation microfilming,** and **preservation microform masters** are defined in the instructions below.

8. **Question 1.** Does the library have a preservation administrator, whether part-time or full-time, who manages a limited or comprehensive preservation program as described above? If it does not, respond "no" and skip to **question 6**.

9. **Question 2.** What percentage of the preservation administrator's total job assignment is dedicated to preservation activities and preservation management? If the library has a full-time preservation administrator, general management activities (e.g., meeting attendance, committee work) should be considered an integral part of the administrator's responsibilities, and the answer to this question recorded as 100%. In contrast, where the preservation administrator has a dual assignment (e.g., where he or she also has significant responsibilities as a serials librarian, bibliographer, or curator), the percentage of time devoted to preservation activities and preservation management should be calculated.

10. **Question 3.** Record the job title (e.g., "Associate Director for Collection Development"), not the name of the person to whom the preservation administrator reports.

11. **Question 4.** If the preservation administrator occupies a staff position, and advises rather than supervises the preservation-related functions within the library, the answer to this question should be "no units." If the administrator supervises some, but not all, of the preservation functions that have been established in the library (e.g., reprography and conservation, but not commercial bindery preparation), the answer should be "some."

12. **Questions 5-6.** FTE (i.e., "Full-Time Equivalent") is the numerical representation of full- and part-time work activities. A person working full-time is represented by an FTE of 1.0; a person working half-time by an FTE of 0.5. Three persons working half-time are represented by a combined FTE of 1.5. The number of FTE staff should be determined on the basis of the length of the work week in the reporting library. Round figures to the nearest tenth.

    Record FTE staff in filled positions or positions that are only temporarily vacant on the date that ends the library's fiscal year. Include staff hired for special projects, internships, and grants, but provide an explanatory note in the "FOOTNOTES" section indicating the FTE of such staff. The "FOOTNOTES" section should also be used to record such information as the number of hours worked by volunteers, or the number of months that a full-time position was vacant during the year.

    Preservation-related bibliographic searching; decision-making; preparation of materials for conservation treatment, commercial binding, and reproduction; and quality control should be considered in calculating the FTE staff involved in preservation activities. Preservation-related cataloging and ordering of replacements for deteriorated materials, however, should not be reflected in this answer unless they are performed by staff who report to the preservation administrator--in which case the "FOOTNOTES" section should be used to record the number of staff involved in these activities.

    For the purposes of this survey, report trained professional conservators and photographers (senior practitioners rather than technicians) in the "professional" category, whether or not they have a master's degree in library science.

13. **Question 5.** Only those staff reporting directly to a preservation administrator, or to a staff member directly under the supervision of a preservation administrator, should be recorded here (but not the preservation administrator himself or herself). If the library has no preservation administrator, or if the administrator does not have direct line responsibility for staff, record N/A.

14. **Question 6.** All staff involved in the preservation activities listed above (i.e., conservation, commercial bindery preparation, mass treatments, and reprography) should be recorded here, regardless of the department or library to which they report (and including staff who report to the preservation administrator, as recorded under question #5). That is, record part-time and full-time preservation staff according to their functions, not according to their place in the library's organizational structure. For example, a student assistant who works 0.2 FTE, devoting half-time to pamphlet binding and the rest to non-preservation activities, would be included in the "Student Assistants" section of this questionnaire as 0.1 FTE. A staff member who devotes half-time to preparing volumes for commercial binding and half-time to serials check-in would be included as 0.5 FTE.

15. **Questions 7-11.** Sources of funds are irrelevant in responding to questions #7-11. Report all expenditures of funds that come to the library from the regular institutional budget and from other sources, such as research grants and fees for services.

    Canadian libraries should report expenditures only in Canadian dollars. These amounts will be translated into U.S. dollars by ARL after the conversion exchange rate is available. (ARL will convert Canadian dollars using the average monthly noon exchange rate published in the Bank of Canada Review for the period July 1987 through June 1988.)

16. **Questions 7a-7d.** These questions refer to salaries paid to staff engaged in preservation activities library-wide; therefore record salaries for staff reported in response to question 6. **Do not include fringe benefits.**

17. **Question 7d.** This answer is the sum of the answers to questions #7a through #7c.

18. **Question 8. Contract expenditures** refers to expenditures for preservation services for which the library is invoiced by an outside vendor, organization, or individual (e.g., a professional conservator, commercial library binder, or commercial microfilming service).

19. **Question 8a.**

    Conservation treatment: The remedial and protective treatment (both mechanical and chemical) of papers, pamphlets, hard-bound and soft-bound volumes, and other library materials to restore them to usable condition and/or to extend their useful lives; and the construction of protective enclosures (e.g., wrappers, jackets, boxes) for volumes, papers, and other library materials. The term "conservation" implies item-by-item examination of materials for the purpose of making appropriate treatment decisions, and use of archivally sound methods and materials. For examples of types of conservation treatments see instructions for questions #13-19.

    Record fees paid to regional conservation centers and to private conservators. Also record fees paid to commercial binders for conservation services such as box making, deacidification, and encapsulation.

20. **Question 8b.**

    Commercial binding: Refers to the binding and rebinding typically performed by commercial library binderies, but in a few institutions performed by university-operated "commercial"-type binderies whose services conform to those described in the *Library Binding Institute Standard for Library Binding*, 8th edition (Rochester: Library Binding

Institute, 1986).

Record fees paid to the binder for commercial binding only. Fees paid for conservation treatments, including construction of protective enclosures, should be recorded in response to question #8a, "Contract Conservation." If fees are paid to a university-operated "commercial"-type bindery, record expenditures in the blank provided and make a note in the "FOOTNOTES" section of the questionnaire.

21. **Question 8e.** Other contract expenditures might include fees paid for freeze-drying, fumigating, or mass-deacidifying library materials; membership fees for use of regional conservation facilities; and equipment repairs. Use the "FOOTNOTES" section to note the amount and nature of major expenditures.

22. **Question 8f.** This answer is the sum of the answers to questions #8a through #8e.

23. **Question 9.** Supplies include any materials used for conservation treatment (e.g., papers, book cloths, adhesives, pamphlet binders, box board, chemicals, expendable filters for water systems); prefabricated archival quality protective enclosures (e.g., commercially available boxes, wrappers, folders, envelopes) used for storage of library materials; film, chemicals, and other supplies used for preservation microfilming; and paper used for preservation photocopying. Expenditures for equipment and tools costing under $100 should be recorded here. Expenditures for security labels and strips, book pockets, call number and bar code labels, and book plates should not be recorded.

    Regarding the **use** of prefabricated archival quality protective enclosures (e.g., commercially available boxes, wrappers, folders, envelopes): Since placing items in boxes, envelopes, and other enclosures involves a wide variety of library materials (e.g., books, manuscripts, maps, microfiche, microfilm, photographic prints, slides, various recorded sound media), nearly all library collections, and large and diverse supply inventories, statistics for these activities are difficult to collect. For the purposes of this survey, therefore, the record of expenditures for supplies will suffice as a measure of effort.

24. **Question 10.** Record expenditures for equipment and tools costing over $100, such as machinery (e.g., board shears, fume hoods, microfilming cameras, photocopy machines used exclusively for preservation photocopying); furniture (e.g., laboratory benches, chemical supply cabinets); and computer hardware purchased for exclusive use by a preservation department for such purposes as conservation management, bindery preparation, and bibliographic searching related to preservation decision making. Capital expenditures for building renovations (e.g., for the construction of a conservation facility; or for construction that results in improved housing of library materials, such as replacement of heating, ventilating, and air conditioning systems) should be recorded in the "FOOTNOTES" section rather than here.

25. **Question 11.** This answer is the sum of the answers to questions #7d, #8f, #9, and #10. If you are unable to provide component expenditures but can provide total expenditures, please do so. Certain preservation-related expenses are not requested in this survey (e.g., the cost of staff travel and training, printing brochures and posters, purchasing reference materials). If significant, these should be noted in the "FOOTNOTES" section.

26. **Question 12.** Estimate the proportion of total preservation expenditures that came from external agencies in the form of grants from July 1, 1987 through June 30, 1988 (or the library's equivalent fiscal year). Note the amounts and sources of awards in the "FOOTNOTES" section. Funds allocated from the library's regular operating budget (including gifts, royalties, endowment income, and special funds allocated to the library by its parent institution) should not be reflected here.

27. **Questions 13-32. Contract services** are those for which the library is invoiced by an outside organization (e.g., a regional microfilming service), by an individual (e.g., a private conservator), or by a university-operated "commercial"-type bindery. **In-house activities** are those that are performed within the library.

28. **Questions 13-15.** Answers to these questions should be mutually exclusive. While any given volume may receive several conservation treatments, it should be recorded only once in response to question #13, 14, or 15--in the category representing the highest level of sophistication. For example, when seven pages of a book are repaired and its endpapers replaced, it should be recorded only once--as an "intermediate treatment" (question #14). Treatment of the pages of volumes (including pamphlets) should not be recorded under question #17 ("Unbound Sheets"), even if the volume is disbound at the time the pages are treated. All treatment of volumes is recorded in response to question #13, 14, or 15.

    When a book receives conservation treatment and is boxed, however, the treatment should be recorded in response to question #13, 14, or 15; and the boxing should be recorded in response to question #19. In the same vein, when the pages of a book are repaired and the book is sent to a commercial bindery, the item should be recorded in response to both "Minor Conservation" (question #13) and "Commercial Binding" (question #20). Items that are sent to a commercial bindery without being repaired should not be recorded in the "Conservation" section--even if they have been inspected by a conservator.

    Acknowledging that it is difficult to draw fine lines between one level of conservation treatment and another, but that it is not useful to record sophisticated treatments together with simple ones, questions #13 through #15 should be answered using your best judgment.

29. **Question 13.** Minor conservation treatments include tipping-in errata sheets, indexes, supplements, and other inserts; making pockets for loose parts (e.g., maps, charts); slitting uncut pages; making page repairs; making minor repairs to text blocks prior to sending them out for commercial binding; tightening hinges; binding pamphlets and paperbacks in-house; temporary serials binding; and similar treatments.

30. **Question 14.** Intermediate treatments include routine book repairs such as endpaper replacement, hinging-in of multiple facsimile pages that have been photocopied from a duplicate volume onto alkaline paper and trimmed to size, making extensive repairs to text blocks prior to sending them out for commercial binding, cloth case rebacking, recasing, and rebinding (including resewing)--where no complex mechanical or chemical treatments are involved.

31. **Question 15.** Major conservation treatments involve written and/or photographic documentation, and sophisticated mechanical and/or chemical treatments performed by a conservator (or a technician under the supervision of a conservator) on items that must be retained in their original format regardless of how labor intensive the required treatment might be. Only libraries employing a professional conservator and having an appropriate facility would record in-house treatments in this category. Major conservation treatments are characterized by their mechanical and/or chemical complexity, and the degree of skill and judgment that the conservator or technician must bring to the work. Removal of pressure-sensitive tapes using organic solvents, stain removal, deacidification, repair of historical bindings, conservation rebinding, and construction of polyester books fall into this category.

32. **Question 16.** This answer is the sum of the answers to questions #13 through #15. It should reflect the total number of volumes (including pamphlets) that were treated--not the total number

of treatments performed.

33. **Questions 17.** Unbound sheets include items such as manuscripts, maps, posters, and works of art on paper. Procedures include a variety of remedial mechanical or chemical treatments (e.g., surface cleaning, washing, deacidifying, encapsulating, mounting, matting) that lengthen the life of the item. Include paper repairs that are made using methods and materials that are archivally sound and appropriate for the item being mended. Record the total number of sheets of paper that were treated--not the total number of treatments performed.

34. **Question 18.** Non-paper items might include disks, photographs, films, magnetic tapes, globes, and artifacts. Although photographs are paper-based, they should be recorded here rather than in response to question #17.

35. **Question 19.** Custom-fitted enclosures can be distinguished from the prefabricated boxes and other enclosures identified in question #9 as "supplies," in that "custom-fitted enclosures" are custom-made for the item that they are meant to protect, whereas those recorded as "supplies" are standard-size enclosures available from commercial vendors. Custom-fitted enclosures include paper and polyester book jackets, paper and board wrappers, portfolios, phase boxes, double-tray boxes, and other boxes. (Polyester encapsulation of single sheets should not be recorded here, but rather, in response to question #17.) Use of archival quality methods and materials is implicit.

    The use of prefabricated archival quality protective enclosures (e.g., commercially available boxes, wrappers, folders, envelopes) should not be recorded here. (For commentary, see instructions for question #9.)

36. **Question 20.** Record all volumes commercially bound, whether bound by an outside vendor or by a "commercial"-type university bindery. Include serials binding and commercial pamphlet binding, as well as first-time binding and rebinding of monographs. Include binding done in accordance with the Library Binding Institute Standard, and economy styles typically offered by commercial binderies. Enter data under "IN-HOUSE" only if the binding is done within the library using regular library operating funds. If the binding is done by a "commercial"-type university bindery to which the library pays fees for services, enter data under "CONTRACT" and make a note in the "FOOTNOTE" section.

37. **Questions 21-25.**

    Mass treatment can be distinguished from conservation treatment, commercial binding, and reproduction of library materials in that materials are batched to receive remedial and protective treatments that are not, typically labor intensive per item. Materials may even be packed in boxes during treatment (e.g., during freezing, freeze-drying, or fumigation). Refurbishing is classified as a mass treatment because even though items are handled one by one, treatments are all relatively simple and decisions are made according to an easily interpreted formula.

38. **Questions 21-22.**

    Mass deacidification is a mass-process by which books and papers are treated to neutralize acidity and to introduce an alkaline buffer. Materials are mass-deacidified in batches, in chambers that hold several (or many) items. Item-by-item deacidification of volumes and papers, as performed by conservators and conservation technicians, should be regarded as conservation treatment and recorded in response to question #15--not here.

While mass deacidification is not yet being carried out routinely by libraries, this question appeared in the 1984-85 ARL Preservation Statistics Questionnaire to establish a base line against which to measure future activity. The 1987-88 figures will also serve as a means of comparison over time.

39. **Question 22.** Record the number of linear feet of manuscripts and other papers actually treated--not the number of linear feet of shelving emptied for treatment.

40. **Questions 23-24.** Mass treatments for water and fire damage, mold contamination, and insect infestation can include air-drying, freeze-drying, fumigating, and other restorative procedures. Where the library has suffered one or more "disasters" (e.g., fires, floods, pipe breaks, building leaks) that have affected library materials, record the number of incidents in the "FOOTNOTES" section.

    Record the total number of bound volumes and pamphlets, and the number of linear feet of unbound manuscripts and other papers treated--not the total number of treatments performed. Where a particular item requires more than routine batch-handling (e.g., where a manuscript must be washed and aqueously deacidified, a volume rebound, or a pamphlet microfilmed after freeze-drying), also record it in the "Conservation," "Commercial Binding," or "Reprography" section of this questionnaire.

41. **Question 25.**

    Refurbishing: Procedures can include item-by-item dusting, vacuuming, wrapping, tying up, enveloping, boxing, and other activities that result in the systematic cleaning, straightening, and improved housing of all materials in a particular stack area; and thorough cleaning of shelving. Refurbishing does not imply that all items are fully treated, but rather, that the condition of each item is improved in some way (e.g., by being vacuumed).

    Record the number of linear feet of materials refurbished. Empty shelving should not be recorded, even though it may be vacuumed or otherwise cleaned.

    Items removed from shelves for conservation treatment, commercial binding, or reproduction should be recorded in the "Conservation," "Commercial Binding," or "Reprography" section of this questionnaire (e.g., a book for which a custom-fitted box is made should be recorded in response to question #19).

42. **Questions 26-28.**

    Preservation photocopying: Refers only to items photocopied on paper that has a minimum pH of 7.5, a minimum alkaline reserve equivalent to 2% calcium carbonate based on oven dry weight of the paper, and includes no groundwood or unbleached pulp. Images must be properly fused to the paper.

43. **Question 26.** Record the number of bound volumes and pamphlets photocopied in their entirety (i.e., each page has been photocopied such that a facsimile volume is produced).

44. **Question 27.** Record the number of incomplete or mutilated volumes for which facsimile pages have been made by photocopying pages from a duplicate volume.

45. **Question 28.** Record the total number of exposures taken, not the number of documents, leaves, or pages that have been photocopied. For example, where both sides of a single sheet have been photocopied, two exposures should be recorded. Where one exposure captures two facing pages, only one exposure should be recorded.

46. **Questions 29-32.**

> **Preservation microfilming**: Includes preparation of materials for microfilming, filming itself, processing, inspection, and subsequent disposition of both film and materials filmed. Adherence to preservation standards for film stock (ANSI 1.28 or 1.41), production (ANSI/AIIM MS23), and storage (ANSI 1.43) is implicit. Record data only for first-generation microforms. If, in any one category, you enter data for both roll film and microfiche, please use the "FOOTNOTES" section to indicate whether the data are mutually exclusive. That is, in cases where titles are reproduced on both roll film and fiche, this should be noted.

Record data for all categories (i.e., "titles," "exposures," "reels or fiche") under each question, if possible. An "exposure" is one frame of film.

Include data for cooperative library projects but not for commercial projects in which the library participates. Where the library serves as a commercial microfilming vendor for another institution, this filming should be recorded by the library that contracts to have the filming done--not by the filming library.

Record preservation microform masters that result from the copying of non-archival or damaged film. Use the "FOOTNOTES" section to indicate what percentage of all master negative film is produced by copying existing film, rather than by filming original material.

47. **Question 29.** Dissertations that are sent to University Microfilms International for filming should not be recorded.

48. **Question 32.** "Other items" include such materials as archives, manuscripts, maps, and photographs. Because this question is likely to capture information on diverse types of materials, use the "FOOTNOTES" section to indicate what is meant by the term "title" (e.g., a manuscript series) in a given filming situation.

49. **Questions 33-36.**

> **Preservation microform masters**: Refers to first-generation microforms that were manufactured, produced, and stored in accordance with the preservation standards current at the time of filming, and that are now being stored in accordance with the current standard for storage of microform masters.

Total institutional holdings refers to the total holdings of preservation microform masters housed in both the library and in facilities with which the library contracts for archival storage of masters. Include masters that have been produced in cooperative library projects even if the masters are controlled by a library consortium (e.g., the Research Libraries Group). Record data for all first-generation 35mm and 16mm roll film and for all first-generation microfiche held on the date that ends the library's fiscal year.

Association of Research Libraries
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 (202) 232-2466

ARL PRESERVATION STATISTICS QUESTIONNAIRE

1987-88

PLEASE READ THE ACCOMPANYING INSTRUCTIONS BEFORE RESPONDING. NOTE: If the appropriate answer is zero or none, use "0". If an exact figure is unavailable, use "U/A." If a question is not applicable, use "N/A." Please do not leave any blank entries.

Reporting Institution _____ **Date Returned to ARL** _____

Questionnaire Completed by (Name) _____

Title and Department _____

Phone number _____ **Reviewed by (initials of library director)** _____

ADMINISTRATION *(see instructions 8-11)*

1. **Does the library have a preservation administrator (yes/no)** _____

2. **If yes, what percentage of the administrator's total job assignment is dedicated to preservation activities and preservation program management?** _____%

3. **If yes, what is the job title of the person to whom the preservation administrator reports?**

   _____

4. **If yes, does the preservation administrator have direct line responsibility for the supervision of the preservation-related units that have been established by the library to date (e.g., conservation, commercial bindery preparation, microfilming)?**

   all units _____ **some units** _____ **no units** _____

PERSONNEL *(instructions 12-14)*

5. **If the library has a preservation administrator who supervises staff, how many FTE preservation staff report to him or her?**

Professional Staff FTE	Nonprofessional Staff FTE	Student Assistants FTE	Total Staff FTE
_____	_____	_____	_____

PERSONNEL (cont.)

6. How many FTE staff are engaged in preservation activities library-wide?

Professional Staff FTE	Nonprofessional Staff FTE	Student Assistants FTE	Total Staff FTE
_____	_____	_____	_____

EXPENDITURES *(see instructions 15-26)*

(Check one): CANADIAN DOLLARS _____ U.S. DOLLARS _____

7. Preservation staff salaries and wages

7a. Professional staff $ _____

7b. Nonprofessional staff $ _____

7c. Student assistants $ _____

7d. TOTAL expenditures for preservation staff $ _____

8. Contract expenditures

8a. Contract conservation $ _____

8b. Contract commercial binding $ _____

8c. Contract preservation photocopying $ _____

8d. Contract preservation microfilming $ _____

8e. Other contract expenditures $ _____

8f. TOTAL contract expenditures $ _____

9. Preservation supplies $ _____

10. Preservation equipment $ _____

11. TOTAL preservation expenditures (Lines 7d, 8f, 9, & 10) $ _____

12. Approximate percentage of expenditures that came from external sources _____%

CONSERVATION TREATMENT *(see instructions 27-35)*	**CONTRACT**	**IN-HOUSE**
13. Number of volumes (including pamphlets) given minor conservation treatment	_____	_____
14. Number of volumes (including pamphlets) given intermediate conservation treatment	_____	_____
15. Number of volumes (including pamphlets) given major conservation treatment	_____	_____
16. TOTAL number of volumes (including pamphlets) given conservation treatment (Add lines 13, 14, & 15)	_____	_____
17. Number of unbound sheets given conservation treatment	_____	_____
18. Number of non-paper items given conservation treatment	_____	_____
19. Number of custom-fitted protective enclosures constructed	_____	_____

COMMERCIAL BINDING *(see instruction 36)*	**CONTRACT**	**IN-HOUSE**
20. Number of volumes commercially bound or rebound (or bound in-house using methods and materials typically used by the commercial library binding industry)	_____	_____

MASS TREATMENT *(see instructions 37-41)*	**CONTRACT**	**IN-HOUSE**
21. Number of bound volumes and pamphlets mass-deacidified	_____	_____
22. Number of linear feet of manuscripts mass-deacidified	_____	_____
23. Number of volumes (including pamphlets) batch-treated as a result of water and fire damage, mold contamination, and insect infestation	_____	_____
24. Number of linear feet of manuscripts batch-treated as in question #23	_____	_____
25. Number of linear feet of shelving affected by refurbishing activities	_____	_____

PRESERVATION PHOTOCOPYING *(see instructions 42-45)*	CONTRACT	IN-HOUSE
26. Number of bound volumes and pamphlets photocopied in their entirety	_____	_____
27. Number of bound volumes and pamphlets for which replacement pages have been photocopied	_____	_____
28. Number of pages of manuscripts and other non-book items photocopied (i.e., number of exposures taken)	_____	_____

PRESERVATION MICROFILMING PRODUCTION *(see instructions 46-48)*

	CONTRACT ROLL FILM	IN-HOUSE ROLL FILM	CONTRACT FICHE	IN-HOUSE FICHE
29. Non-serials, including books, pamphlets, theses, and dissertations				
29a. Titles	_____	_____	_____	_____
29b. Exposures	_____	_____	_____	_____
29c. Reels or fiche	_____	_____	_____	_____
30. Serials, excluding newspapers				
30a. Titles	_____	_____	_____	_____
30b. Exposures	_____	_____	_____	_____
30c. Reels or fiche	_____	_____	_____	_____
31. Newspapers				
31a. Titles	_____	_____	_____	_____
31b. Exposures	_____	_____	_____	_____
31c. Reels or fiche	_____	_____	_____	_____
32. Other items				
32a. Titles	_____	_____	_____	_____
32b. Exposures	_____	_____	_____	_____
32c. Reels or fiche	_____	_____	_____	_____

TOTAL INSTITUTIONAL HOLDINGS OF PRESERVATION MICROFORM MASTERS *(see instruction 49)*

	ROLL FILM	FICHE
33. Non-serials, including books, pamphlets, theses, and dissertations		
33a. Titles	_____	_____
33b. Exposures	_____	_____
33c. Reels or Fiche	_____	_____
34. Serials, except newspapers		
34a. Titles	_____	_____
34b. Exposures	_____	_____
34c. Reels or Fiche	_____	_____
35. Newspapers		
35a. Titles	_____	_____
35b. Exposures	_____	_____
35c. Reels or Fiche	_____	_____
36. Other Items		
36a. Titles	_____	_____
36b. Exposures	_____	_____
36c. Reels or Fiche	_____	_____

FOOTNOTES

1. **Law Library statistics are included.**

   ____ Yes ____ No ____ We do not have a Law Library

2. **Medical Library statistics are included.**

   ____ Yes ____ No ____ We do not have a Medical Library

3. **Other main campus libraries not included:**

   _____

   _____

   _____

4. **Figures include reports from branch campus libraries.**

   ____ Yes ____ No ____ We have only one campus.

5. **If branch campus libraries are included, please specify which campuses.**

   _____

   _____

6. **If branch campus libraries are not included, please specify which campuses:**

   _____

   _____

7. **COMMENTS (Attach sheet if additional space is needed):**

   _____

   _____

   _____

   _____

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ALANET: ALA0921 BITNET: ARLHQ@UMDC

FOOTNOTES

ARIZONA	Does not include Architecture, State Museum, and Optical Science Libraries.
BOSTON PUBLIC	Library-wide staff includes 1 FTE professional and 5.5 FTE nonprofessional on grants. Non-professional total includes FTE volunteers.
BRIGHAM YOUNG	Figures as of fiscal year ending August 31, 1988.
BRITISH COLUMBIA	Law and Medical Library data is included in library-wide staff FTE, contract expenditures, and number of volumes bound.
CALIFORNIA, IRVINE	Includes UCI Medical Center Library.
CALIFORNIA, RIVERSIDE	Does not include Music Library and Media Library.
CALIFORNIA, SAN DIEGO	Preservation equipment and supplies expenditures include costs of security system.
CHICAGO	Staff in University of Chicago Library Photoduplication Laboratory report to Preservation Librarian, but operation is cost-recovery and library pays for services. Photoduplication Laboratory staff and salaries are omitted from data. Contract photocopying and microfilming expenditures reflect amount paid to Photoduplication Laboratory. Preservation equipment expenditures include supplies.
CONNECTICUT	.3 FTE volunteer hours were also contributed for preservation.
DELAWARE	Includes Agriculture, Chemistry, and Physics Libraries at Newark Campus and Marine Studies Library at Lewes Campus.
DUKE	Does not include Fuqua School of Business Library. Includes East Campus Library, Music, Chemistry, Engineering, Math-Physics, Biology-Forestry, and Divinity Libraries.

EMORY	Figures are for fiscal year ending August 31, 1988. An additional $17,634 was spent for renovation, professional development, recruiting, and other preservation-related expenses.
GEORGETOWN	Many additional volumes received minor conservation treatment, but figures were not recorded.
GEORGIA	Includes Agricultural Experiment Stations at Griffin and Tifton, and Marine Experiment Stations at Sapelo and Skidaway. Total library-wide staff includes 4.3 FTE on grant funding.
HOUSTON	Figures are as of fiscal year ending August 31, 1988. Does not include Optometry, Pharmacy, Music, Architecture, and Art Libraries.
ILLINOIS, URBANA	Figures do not include preservation work done in departmental libraries which is usually not reported centrally.
JOHNS HOPKINS	Includes School of Advanced International Studies, Peabody Conservatory, Applied Physics Lab, and Welch Medical Library.
LAVAL	Figures are as of fiscal year ending May 31, 1988.
LIBRARY OF CONGRESS	An additional $569,170 was spent for activities such as travel, training, office supplies and equipment, postage, graphics, publications, and photographic services. Binding figures include 24,162 rebinds.
LINDA HALL	Figures are for fiscal year ending December 31, 1987.
LOUISIANA STATE	Does not include School of Veterinary Medicine Library.
MCGILL	Figures are for fiscal year ending May 31, 1988. Includes Macdonald College.
MANITOBA	Figures are for fiscal year ending March 31, 1988. Includes Fort Garry Campus and Health Sciences Campus.

MIAMI	Includes Rosenstiel School of Atmospheric and Marine Sciences Library.
MICHIGAN	Preservation Office also spent $93,806 in 1987-88 for replacements for brittle materials.
NATIONAL LIBRARY OF CANADA	Figures are fiscal year ending March 31, 1988. Staff and expenditure figures include National Archives of Canada.
NATIONAL LIBRARY OF MEDICINE	Figures are for fiscal year ending September 30, 1988. Other miscellaneous preservation expenditures not reported in survey total $186,000.
NEBRASKA	Includes East Campus libraries.
NEW YORK	Figures are for fiscal year ending August 31, 1988. Does not include Institute of Fine Arts Library.
NEW YORK PUBLIC	Student assistants FTE include part-time staff. Salary figures include fringe benefits.
NEW YORK STATE	Figures are for fiscal year ending March 31, 1988.
NEWBERRY	Library-wide staff figures include a volunteer who works approximately 7 hours per week. Separate statistics of minor and intermediate repairs which are carried out as a routine part of in-house binding are not kept.
NORTHWESTERN	Figures are for fiscal year ending August 31, 1988. Includes Law and Dental Libraries at Downtown Campus.
PITTSBURGH	Does not include Western Psychiatric Institute and Clinic. Includes University of Pittsburgh campuses at Bradford, Greensburg, Johnstown, and Titusville.
QUEEN'S	Figures are for fiscal year ending April 30, 1988.
ROCHESTER	Includes Miner Medical Library and Sibley Music Library.

RUTGERS	Figures include services to a non-Rutgers medical school, colleges, and professional schools in Camden, Newark, and New Brunswick.
SMITHSONIAN	Figures are for fiscal year ending September 30, 1988. Does not include libraries of the Hirshhorn Museum, Woodrow Wilson Center, Freer Gallery, or National Portrait Gallery/National Museum of American Art. Includes Tropical Research Institute, Environmental Research Center, Astrophysical Observatory, and Museum Support Center. Student assistant FTE include volunteers on regular schedules.
STANFORD	Does not include Graduate School of Business Library or Stanford Linear Accelerator Library. Includes Hoover Institution Library and Archives.
SUNY-ALBANY	Includes Graduate Library of Public Policy, Downtown Campus.
SUNY-BUFFALO	Figures are for fiscal year ending March 31, 1988.
TORONTO	Figures are for fiscal year ending April 30, 1988.
VANDERBILT	6-10 additional hours per week are staffed by volunteers.
VIRGINIA	Does not include staff for refurbishing projects.
VIRGINIA POLYTECHNIC INST. & STATE UNIVERSITY	Includes Northern Virginia Graduate Center.
WASHINGTON UNIVERSITY, ST. LOUIS	Includes Medical School Campus and all branches on Hilltop Campus.
WATERLOO	Figures are for fiscal year ending April 30, 1988.
WAYNE STATE	Figures are for fiscal year ending September 30, 1988.
YORK	Figures are for fiscal year ending May 31, 1988. Does not include Archives. Includes Frost Library at Glendon Campus.